

Smoke Free Workplace

Sample Tobacco Policy Memo

TO: All Employees
FROM: CEO or HR Representative
RE: Smoke Free Workplace
DATE: January, 2005

Effective January 1, 2005, **ABC COMPANY** will implement a smoke free policy for all employees, customers and visitors in order to provide a clean, healthy, productive and safe environment for all.

This policy will apply to:

- All **ABC Company** employees on all shifts;
- Customers, vendors, clients, and all other visitors;
- And, members of committees, including our Board of Directors.

Smoking will be prohibited on all **ABC Company** owned and/or leased locations/premises; all internal and external areas, parking garages and parking lots; all entrances and exits; and all company owned and/or leased vehicles.

In addition, all tobacco products, including smokeless/chewing tobacco, will be prohibited. Company sponsored events – both on our premises and at external locations, where appropriate – will be smoke free.

This policy is designed in compliance with the Rhode Island **Public Health and Workplace Safety Act**, which will go into effect on March 1, 2005.

Compliance with these guidelines will be strictly enforced and policy violations will be subject to the standard disciplinary actions of the company.

Any questions you may have regarding this policy should be directed to _____ at extension _____.

Thank you for your cooperation.